

**IN THE HIGH COURT OF DELHI AT NEW DELHI**

F.No.686/SA-5/IT/DHC/No. 17165-74

Dated: 14/12/2020

From,

The Registrar General  
Delhi High Court  
New Delhi

To,

(on the website of Delhi High Court)

**Sub: Quotation for purchase of two (02) nos. of Windows Server 2019 standard licenses for Data Server and e-filing backup Server of Delhi High Court**

Sir/Madam,

This Court intends to purchase two (02) nos. of Windows Server 2019 standard licenses for Data Server and e-filing backup Server of Delhi High Court having "5 RDS Device CAL, Support ID, Software assurance ID as well as active partner ID for the product."

**The terms & conditions of this tender are as under:-**

1. The authorized vendors are requested to submit the necessary quotation(s) alongwith the copy of current authorization letter of the OEM and Earnest Money Deposit (EMD) of 5% of total proposed cost for two (02) nos. of Windows Server 2019 standard licenses for Data Server and e-filing backup Server of Delhi High Court by way of Demand Draft or Bankers Cheque drawn in favour of "The Registrar General, Delhi High Court" payable at New Delhi.
2. Quotation without EMD shall be summarily rejected and no request for waiver will be entertained.
3. Selected Vendor will also be required to submit valid authorization letter or copy of valid Authorization letter issued by OEM while submitting Invoice/Bill mentioning support period.
4. Sealed envelope containing quotation & EMD must reach to the AOJ (IT & Stationery Branch), Lawyers' Chamber Block-III, Room No. 6, Ground Floor, Delhi High Court on or before 05-01-2021 till 5:00P.M. clearly mentioning the technical specification and support period of the product being offered.
5. **The validity of rates should not be less than 180 days from the last date of submission of quotation and tax rate applicable should be clearly & separately mentioned.**
6. **Quotations with less period of validity of rates shall be summarily rejected.**
7. The envelope should be addressed in the name of "The Registrar General, Delhi High Court, New Delhi" and the subject "**Quotation for two (02) nos. of Windows Server 2019 standard licenses**" should be superscribed on the envelope.
8. No quotations shall be entertained **after due date**. Envelope(s) **without subject** shall be summarily rejected.
9. The DD/Pay order towards EMD of all the tenderers, except the lowest three, shall be returned to vendors on their written request after finalization of Tender Process & EMD of successful tenderer will be returned only after supply and successful installation of the first order placed to the firm fulfilling all codal formalities against receipt.

10. The DD/Pay Order of L-2 & L-3 will be returned upon written request after issuance of the Purchase order to the successful tenderer. If the offer of quotation is withdrawn by the tenderer before/after opening of tender or any other default, the amount of EMD shall be forfeited and the firm will be blacklisted to participate in future tenders of this Court.
11. If multiple quotations submitted by a firm / vendor, all such quotations submitted shall liable to be rejected at the first instance.
12. In case the vendor wants any clarification regarding this Tender, he can call Mr. Zameem Ahmad Khan, JD (IT) at Tel. No. 011-43010101 (Ext. 4563).

This Court reserves the right to modify/amend the quotation letter/terms & conditions at a later stage.

Yours Truly,

*Praveen Kumar Verma*  
19/12/2020

(Praveen Kumar Verma)  
Administrative Officer (J) (IT/Sty.)  
for Registrar General

CC to:- Director (IT) Delhi High Court- for uploading on the official website of the Delhi High Court.

*Praveen*  
19/12/2020